

## BROOKLYN VILLAGE BOARD MEETING MINUTES

April 11, 2016

The April 11, 2016 Village Board meeting of the Village of Brooklyn was called to order at 6:30 pm at the Village Hall by President Pat Hawkey. Trustees present were Kyle Smith, Russell Cazier, Todd Klahn, Sue McCallum, and Heather Kirkpatrick. Trustee Zach Leavy was absent. Others present were Bruce and Cheryl Crubaugh, Clerk Strause, PW Director Langer, Sandy Mortensen. All stood for the Pledge of Allegiance. There were no public comments.

President Hawkey moved, second Kirkpatrick, carried to approve the minutes of 3-28-16. Trustee McCallum abstained.

President Hawkey reported on the GDCD annual dinner in Monroe on May 4<sup>th</sup> and the League of Municipalities workshop on May 20<sup>th</sup>. Anyone wanting to attend either should contact the clerk for registration. Hawkey stated she would hand out at the end of the meeting the Trustee Handbook with changes to be on the 4/25 agenda. Also an updated animal ordinance, that was discussed last year, will be brought back for review at the 4/25 meeting. The Employee Manual, as approved at the last meeting, has been updated and copies made for all Trustees and departments.

Clerk Strause reported on the April 5<sup>th</sup> election with 65% voting in Green County (177) and 61% voting in Dane County (352) for a total of 529 voters. There are two more elections left this year. There has been an **unemployment claim made by Teresa Pelton**, court clerk for the Joint Belleville/Brooklyn Municipal Court. The dates are for March-May 2015 for an amount earned of \$562.96 during this time before the joint court process began. **The joint court is done April 30, 2016.**

**PUBLIC WORKS REPORT:** Hawkey moved, second Klahn, carried to approve the **yearly skid steer trade with Carter & Gruenewald**. Hawkey moved, second Smith, carried, to approve the **yearly tool cat trade with Bobcat of Janesville**. **Multidischarger variance status** for phosphorus compliance is still being looked at having been submitted to EPA trying to get a variance. Utility and PW reports were reviewed. Boy Scouts will be sent a Thank You for the great job done cleaning up the parks.

**FINANCE REPORT:** Finance reports including budget reports were reviewed. Because there are no monthly committee meetings, quarterly committee budget reports will be distributed. Hawkey moved, second Kirkpatrick, carried to approve payment of all bills as presented. Board members are urged to review the bills either before or during the meeting. Clerk Strause gave an update on the **Board of Commissioners of Public Lands Loan to refinance the Fire/EMS building loan currently at the Brooklyn Community Bank. The Towns of Brooklyn and Rutland and the Village are all refinancing this loan for payoff May 1<sup>st</sup>.**

Hawkey moved, second Klahn, carried to move up on the agenda the Oaths of Office. President Hawkey gave the **Oaths to newly elected Trustees Bruce Crubaugh, Russell Cazier, and Sue McCallum**. Their two year terms begin April 19<sup>th</sup>.

At 6:48 p.m., Hawkey moved, second Klahn, unanimously carried to convene to closed session pursuant to WI Stats 19.85 (1)(c) to discuss wages for Deputy Clerk-Treas, Linda Kuhlman. Trustee Klahn moved, second Smith, unanimously carried to reconvene to open session at 6:53 p.m. Klahn moved, second Smith, carried **to pay Deputy Clerk-Treas, Linda Kuhlman \$17 per hr retroactive to April 1, 2016 and pay \$20 per hr starting August 1<sup>st</sup> when she will become the Clerk-Treas. with the retirement of Carol Strause.**

**UNFINISHED BUSINESS:** Trustee Cazier reported on an email from CKH regarding **archiving** with CKH not able to directly sell the government pricing plans. The Village would need to purchase directly from Microsoft. The quote from CDW has authorization to work directly with Microsoft for archiving. Cazier will contact CDW to get a price to come to the Village to set up and confirm that all will be backed up. CDW is a larger organization and final costs will be at the 4/25 meeting. Hawkey moved to table, second Klahn, carried. **Special events policy/application** will continue to be reviewed after feedback from the SnoHornets. Trustee McCallum stated she filled out the application in 5 minutes for Memorial Day and there is no need for further review. The policy/application is meant to let the Village & employees know what event is taking place and the needs of the group responsible for the event. It also requires temporary operator applicants to take a bartender serving course. McCallum continued there were problems from last year's

Labor Day weekend with over serving to some attendees, no one in charge, beer consumed outside the fenced area and other issues that were addressed in Chief Barger's "After Action Report". Hawkey requested a copy of the report and moved to table until the 4/25 meeting, second by Klahn, carried.

Discussion continued on the **Oregon Senior Center contract** which expires 12/2016. The Oregon Observer newspaper article, letter from senior center director from last month, and a note from a local resident were all copied for board members. Village of Oregon is moving forward with new one year contracts without the Village in their calculations. The Village gave notice in January that we may not continue with a contract for future years because of budget restraints. If there is money left in the budget, the Village could possibly give a donation to center like the Town of Dunn has done the past few years. Many senior programs/services will continue for our residents as they are county/State subsidized. Five residents are on the food program. County services vs municipal services are not clearly defined. The Oregon Senior Center is for Dane County residents while Green County residents need to be in touch with Green County Human Services. Hawkey moved, second Cazier, carried to discuss further at budget time.

Reviewing the temporary **hours for the Clerk's office** was done. There have been no complaints on being closed on Fridays. The office has been open **Monday thru Thurs from 7 a.m. to 5 p.m.** while the Clerk was on medical leave. Hawkey moved, second Klahn, carried to keep the current schedule Monday thru Thurs unless there are complaints that need further review. Trustee Smith voted NAY.

Clerk Strause reported on the **hiring ad for a Deputy Clerk-Treas.** The ad has been posted on the following websites: Village, League of Municipalities, WMCA, WRWA, Job Center, Green County Clerks, Dane County Clerks. WIJobs will be added. Strause asked if the Oregon Observer and the WI State Journal should again be used. The cost last time was \$753.20 for both. Consensus was not to publish. Trustee Smith has agreed to chair the applicant review team which will be the same as last time with Officer Engelhart, Utility Supt, Spilde, and Clerk Strause. An independent interview committee will be appointed at the 4/25 meeting.

**COMMITTEE REPORTS: Planning and Zoning** had no meeting for lack of a quorum. **Recreation** is doing inventory on existing playground equipment. **EDC** will meet in May. President Hawkey stated any **Ordinances**, new or updates, should be given to the Clerk to make copies for all board members and will be handed out at the next meeting which will give a two week review time and be placed on the following agenda as a starting point.

Klahn moved, second Smith, carried to adjourn at 7:25 p.m.

Carol Strause,  
MMC, WCMC, CMTW